

## STATE-63

### **System name:**

Cultural Property Advisory Committee Records.

### **Security classification:**

Unclassified.

### **System location:**

Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

### **Categories of individuals covered by the system:**

Current and former members of the Cultural Property Advisory Committee who are private citizens appointed by the President to three year terms. Members may be experts in archaeology, anthropology, ethnology or related fields, representatives of museums, or representatives of the general public.

### **Categories of records in the system:**

These records contain curriculum vitae, appointment affidavits, Notification of Personnel Actions, Automated Clearinghouse Payment System forms, locator cards, confidential clearance memoranda, travel orders and travel vouchers.

### **Authority for maintenance of the system:**

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service); 5 U.S.C. 301 (Management of the Department of State); and 10 U.S.C. 2601, et seq., (Convention on Cultural Implementation Act).

### **Purpose(s):**

The information contained in the Records of the Cultural Property Advisory Committee is collected and maintained by the State Department in connection with its responsibility for administration of the Committee.

### **Routine uses of records maintained in the system, including categories of users and purposes of such uses:**

Information in the Records of the Cultural Property Advisory Committee is used in the administration of the Committee and its members including, but not limited to maintaining addresses and phone numbers, processing security clearances, issuing travel authorizations and vouchers. The information may also be used to disclose information to officials of foreign governments and organizations before a member is sent to that country in order to facilitate participation in programs and events. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

### **Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system:**

#### **Storage:**

Hard copy; electronic media.

#### **Retrievability:**

Individual name.

#### **Safeguards:**

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and ad hoc monitoring of computer usage.

#### **Retention and disposal:**

These records will be maintained until they become inactive, at which time they will be destroyed or retired in accordance with published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director; Office of IRM Programs and Services; SA-2; Department of State; 515 22nd Street, NW; Washington, DC 20522-6001.

#### **System manager(s) and address:**

Assistant Secretary for Education and Cultural Affairs; Department of State; SA-44; 301 Fourth Street, SW; Washington, DC 20547.

#### **Notification procedure:**

Individuals who have reason to believe that the Cultural Property Advisory Committee might have records pertaining to themselves should write to the Director; Office of IRM Programs and Services; Department of State; 515 22nd Street NW; SA-2; Street, NW; Washington, DC 20522-6001. The individual must specify that he/she wishes the Cultural Property Advisory Committee Records to be checked. At a minimum, the individual should include: Name; date and place of birth; social security number; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record, and the approximate dates which give the individual

cause to believe that the Cultural Property Advisory Committee has records pertaining to him/her.

**Record access procedures:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of IRM Programs and Services (address above).

**Record source categories:**

These records contain information obtained primarily from the individual who is the subject of these records.

**Systems exempted from certain provisions of the act:**

None.